

STATE OF CONNECTICUT  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
STATE MARSHAL COMMISSION  
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Meeting Was Conducted Remotely Using Microsoft Teams

DRAFT MINUTES  
STATE MARSHAL COMMISSION MEETING  
April 22, 2021

Commissioner Skyers-Thomas, Vice Chairperson, called the meeting to order at 4:59 p.m. Staff Attorney Sousa advised the participants that the proceedings were being recorded.

Vice Chairperson Skyers-Thomas confirmed all members and persons in attendance, and verified that a minimum 5 voting member quorum was present.

Members present/participating remotely: Vice-Chairperson Shirley Skyers-Thomas; Bryan Cafferelli; Commissioner Hon. Susan Connors; Michael Desmond (via telephone); Mildred Torres-Ferguson (via telephone), John Vamos; Ex-officio (non-voting) Member State Marshal Thomas Burke; Ex-officio (non-voting) Member State Marshal Lisa Stevenson; Staff Director Doug Moore (non-voting); and Staff Attorney Thomas J. Sousa, Jr. (non-voting).

Members Absent: none.

Guests/Members of the public present/participating: State Marshal Michael Delli Carpini; State Marshal Brian Mezick.

**Topics:**

**1. Minutes: March 25, 2021 Regular Meeting:**

The Commission, after a motion by Commissioner Vamos, seconded by Commissioner Torres-Ferguson, unanimously voted to adopt the minutes of the March 22, 2021 regular meeting.

**2. eLicense Annual Renewal Process:** Attorney Sousa presented an update on the upcoming 2021 annual renewal process. Initial email reminders should be sent to state marshals on July 30, 2021; state marshals must complete the renewal, and pay their annual fee, on or before October 1, 2021.

**3. State Marshal Manual Update:** Attorney Sousa and Ex-officio State Marshal Stevenson detailed the ongoing progress being made by the state marshal manual working group. They then answered several questions regarding this topic.

**4. Complaint Files**

Following an earlier executive session review and discussion, Commissioner Vamos moved to approve the Proposed Final Decisions as indicated, of the following complaint files; seconded by Commissioner Desmond, the motion passed unanimously:

16-38	Burtis v. Smith	Letter of Reprimand
17-31	Nelson v. Cipriano	Dismiss the Complaint
18-18	Carter v. Kobyluck-Burke	Dismiss the Complaint
18-22	Wright v. Douglas, H.	5 Day Suspension
18-37	Michalski v. Privitera	Letter of Reprimand
18-61	Caputo v. Davis, R.	3 Day Suspension
18-71	Roy v. Dussault	Dismiss the Complaint
19-03	<i>In Re</i> Lakowsky	Letter of Reprimand
19-64	Speer v. LoGioco	Letter of Reprimand

Commissioner Torres-Ferguson then made a motion that the commission find Probable Cause, and refer the following complaint files for an Oversight Committee hearing: 20-21 (Betsworth v. Delli-Carpini); 20-22 (DeLuco v. Milardo); 21-06 (Del Toro v. Marinan); 21-08 (Rizvi v. Foldy); and 21-10 (Parkes v. Wakely); seconded by Commissioner Vamos, the motion passed unanimously.

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## **5. Retirement/Resignation/Inactive/Death Updates**

The commission took notice of the recent death of New London County State Marshal Joseph Heap, who passed away on April 11, 2021. A final audit will be requested from the state auditors. Commissioner Torres-Ferguson made a motion that the commission appoint New London County State Marshal Thomas Burke as successor marshal; seconded by Commissioner Vamos, the motion passed unanimously.

## **6. Contract Renewal With Outside Auditors**

Staff Attorney Sousa provided an update on the ongoing contract renewal negotiations with the Whittlesey firm, for outside audits of state marshal client trust accounts. Procedures are being reviewed and future goals are for improved initial training during new marshal classes, refresher or ongoing training for established marshals, and remedial training for marshals who are found to be in violation of proper accounting practices. Ex-officio State Marshal Burke observed that there are many complaint situations where it would be appropriate to refer the matter to an auditor. Staff Director Moore provided an overview of the funding the commission has available for audits.

## **7. Restraining Orders**

Ex-Officio State Marshal Stevenson reported on recent developments coming out of the General Assembly and Judicial Branch regarding courthouse restraining order duty by state marshals. Ex-officio State Marshal Burke expressed concerns about recent legislative language, and the role of victim advocates in the process. Staff Director Moore voiced concerns regarding electronic service of process, email delivery of documents, and standardization of procedures.

A general discussion then took place regarding various concerns voiced over the proposed language of proposed Senate Bill 6, and its potential adverse impact on state marshal procedures. Staff Director Moore will reach out to the legislative liaison for DAS with the commission's concerns.

The Commission, after a motion by Commissioner Judge Connors, seconded by Commissioner Torres-Ferguson, unanimously voted to adjourn the meeting.

The meeting was adjourned by Commissioner Skyers-Thomas at 6:00 p.m.